

SOP 13 - Housekeeping

- A. Keep work areas clean and free from obstructions.
- B. Clean the work area after the completion of any operation or at the end of each day.
- C. Deposit waste in appropriate receptacles.
- D. Clean and dispose of spilled chemicals properly and immediately (See SOP: Accidental Spills).
- E. Dispose of unlabeled chemical containers, unlabeled chemical waste, and unneeded chemicals properly.
- F. Clean floors regularly.
- G. Do not use stairways or halls as storage areas.
- H. Insure that access to exits, emergency equipment, controls, and other such vital services is never blocked.
- I. Store chemicals and other materials properly, with minimal clutter.
- J. Properly label and conveniently place waste receptacles.